

## **Budget Analyst Coordinator**

The Department of Human Services is currently seeking to hire a Budget Analyst Coordinator under direct supervision of the Budget Director. The Budget Analyst Coordinator is responsible for budget analytic work of considerable difficulty and supervisory work of routine difficulty; and performs related work as required. This position is located in Nashville, Tennessee. Primary responsibilities will include:

- Assembles fiscal and statistical data for use in budgetary evaluations and budget hearings.
- Prepares Annual Budget Requests in accordance with Finance and Administration Budget guidelines.
- Assists in the development and submission of the Departmental operating and capital budgets.
- Analyses monthly departmental budgeting and accounting extracts to maintain expenditure and revenue reports.
- Prepares periodic reports comparing budgeted costs verses actual costs and budgeted revenues to actual revenues.
- Prepares special statistical and financial reports as required.
- Assists in the development, submission, and administration of the department's operating budgets for assigned business units.
- Monitors departmental revenue collections and expenditures for accuracy on a regular basis as required by code, policy, and procedures.
- Monitors the availability of funds in each division's budget as required by policy and procedures.
- Drafts requests for budget revisions and recommends approvals as required by policy and procedures.
- Creates salary administration plans to determine their effect on the budget.
- Reviews and participates in the approval processes for purchases of goods and services in accordance with code, policy, and procedures.

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time increasingly responsible professional budget analytic work experience.

**Substitution of Education for Experience:** Additional graduate coursework in business administration, public administration, or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years; OR two years of increasingly responsible professional budget analytic experience with the State of Tennessee.

**Substitution of Experience for Education:** Qualifying full-time professional experience in analytic work may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**COMPENSATION INFORMATION:** \$3,673.00-\$4,775.00 Negotiable-Commensurate with Qualifications.

Send resumes to [Jobs.DHS@tn.gov](mailto:Jobs.DHS@tn.gov) by cob on Friday, April 11, 2014.